

**Town of Essex  
29 West Avenue  
Essex, CT – Meeting Room A**

**Building Committee  
Joint Meeting with Board of Selectmen  
June 10, 2015**

**MINUTES**

Building Committee members in attendance:

Bruce Glowac  
Kelly Sterner  
Leigh Rankin

Others: Paul Drummey, CREC  
Keith Nolan, Essex Fire Marshall  
Tom Fitzgerald, Region #4

**Call to Order:**

Meeting called to order by Bruce Glowac at 8:04 a.m.

**Approval of Minutes:**

***Kelly Sterner moved to approve the minutes of 6/3/15, seconded by Leigh Rankin, Motion Passed.***

**CREC Report:**

Paul Drummey brought the building committee up to date after the last meeting:

- HRA, Silktown, CREC and Tom Fitzgerald walked the EES roof to complete the safety and coordination plan.
- Thursday, June 4<sup>th</sup> CREC and attorney added the invitation to bidders and the Silktown proposal exhibits to the AIA A107 contract and sent it to Essex on Friday, June 5.
- CREC sent the building committee a tentative schedule with regards to the municipal groups.
- On June 12th CDs should be complete along with the RFP. The ad will also be ready by June 12<sup>th</sup> for review by the committee.
- The walk thru will happen on June 24th, with bids due July 8th with an award being given around July 24th.
- The OACM meetings will be held on Wednesday on site at the EES with the owner, architect and contractor.
- Submitted on Friday, June 5th the programmatic construction along with a site specific

- safety plan, hazard analysis and material staging map.
- Today, June 10<sup>th</sup> Paul reached out to John McConville from Silktown. He indicated the plumber submittals were approved by HRA for the plumbing. Dan Miller who does 80% of Silktown's work is on the job.
  - Paul did mention that the physical work for the plumbing will start on the June 18th and the insulation submittal was sent to Trengo.
  - Paul asked if John McConville could proceed with vacuuming on the B-Wing roof on Saturday, June 13th. Bruce said yes and Tom will make sure the Park & Recreation are aware of this activity in the event there are games being played on the ball fields that day. Tom will also meet John on Saturday morning to let them know where they can park their trucks.
  - Kelly Sterner asked about DBE (Disadvantaged Business Enterprise) requirements for this roof project since there is State money. Paul will check into this after the meeting today.

### **Old Business:**

#### **a. Silktown Contract**

Bruce delivered signed contract to Paul Drummy. Paul will have Silktown sign and return a copy.

#### **b. A/C Contractor**

Leigh Rankin met with A/C contractor from Thermometrics. Leigh will set up a time to walk thru the Town Hall again and with Tom Fitzgerald at the EES. Discussion took place regarding phasing in of A/C at Town hall and EES. Bruce stated that ideally we would get condensing units as big as possible so they could handle multiple rooms.

- c. Kelly Sterner sent Leigh Dave Caroline's drawings of the type of building he is looking for at the Public Works garage, she will get them out and report on that next week.

### **New Business:**

#### **a. Town Hall Fire Alarm System:**

Keith Nolan, Fire Marshall, discussed signaling devises in Town Hall to be upgraded du Keith distributed a handout outlining desired features to me included in a new fire alarm system for Town Hall. He stressed that the alarm panel should be capable of future expansion. Keith's overall notes include:

- Pull Stations
- Horn strobes
- Heat/rate of rise detectors
- Smoke detectors
- Elevator shut-trip detector

Keith also included an emergency communication system. The installations must comply with NFPA 72 fire alarm code.

Keith strongly suggests that the system components be **non-proprietary**.

Keith also discussed that electricians usually do the fire alarm installs to save money verses an alarm company.

Keith suggests we draw up some proposals including some of the items from Tom Fitzgerald's handout from Tech Control. Bruce asked Keith could we do this prior to the Land Use renovations. Keith said yes that would be feasible, as long as contactor had a preliminary floor plan so they could plan for what would be needed.

Bidders would be required to do a walk thru of the Town Hall building with Keith.

Tom Fitzgerald will contact Doug at Tech Control and work with Keith to coordinate a walk thru and a formal RFP.

**Other Business:**

**Bills:** Bruce Glowac asked Kelly what will be the protocol for approving all bills for these projects. Kelly indicated that when she starts receiving them she will bring them to the Building Committee meetings for approval.

Paul asked Keith about the Chimney and were there any objections with plans sent out last week. Keith responded that everything was pretty thorough. Tom indicated that he is checking with a few people and gathering some numbers.

**Adjournment:**

Meeting adjourned at 8:45 a.m.

Respectfully submitted,

Yvonne Roziak  
Recording Secretary